

State of Hawaii
Department of Human Services
Benefit, Employment & Support Services Division
Employment & Child Care Program Office

Request for Proposals

RFP No. HMS-302-09-01-S

Pre-Plus Preschool Services - Statewide

March 20, 2009

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, you may download the RFP Interest form, complete and e-mail or mail to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

LINDA LINGLE
GOVERNOR



LILLIAN B. KOLLER, ESQ.
DIRECTOR

HENRY OLIVA
DEPUTY DIRECTOR

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES

Benefit, Employment and Support Service Division
820 Mililani Street, Suite 606
Honolulu, Hawaii 96813

March 20, 2009

MEMORANDUM

To: All Interested Applicants

From: Lillian B. Koller, Director 

SUBJECT: PRE-PLUS PRESCHOOL SERVICES STATEWIDE
Request For Proposals (RFP) HMS-302-09-01-S

The Department of Human Services (DHS), Benefit, Employment and Support Services Division (BESSD), Child Care Program Office (ECCPO), seeks to purchase the services listed above and described in the attached RFP. This is to operate one or more quality early childhood education programs in Pre-Plus portable facilities at specified public elementary schools, for low income children, ages 3 – 5 years old, and preparing them for a successful transition into the public school Kindergarten.

The RFP provides information to assist applicants in the preparation of proposals and a budget, including: (1) a description of the services sought; (2) the requirements to be met by the provider; (3) the criteria by which qualifying proposals shall be reviewed/rated; and (4) the criteria for monitoring and evaluating the services.

Applicants are to review the RFP very closely and address all parts of the RFP. Proposals shall be mailed and postmarked by the United States Postal Service on or before **April 20, 2009**, or hand-delivered (including courier mail) no later than 4:30 p.m., Hawaii Standard Time (HST), on **April 20, 2009**, to DHS-ECCPO at 820 Mililani Street, #606, Honolulu, HI 96813, or for neighbor island applicants, to the Maui or Hawaii drop-off sites listed on the Proposal Mail-In and Delivery Information Sheet in the RFP.

All mail-ins postmarked after 12:00 midnight **April 20, 2009** or hand-delivered after the **April 20, 2009** deadline will not be accepted for consideration.

The BESSD Program Staff will conduct an **orientation** to review the RFP requirements on **Friday, March 27, 2009 from 9:00 a.m. – 11:00 a.m.**, HST, at the Department of Human Services, Benefit, Employment and Support Services Division, Haseko Center, 820 Mililani Street, Suite 606, Honolulu, Hawaii. All prospective applicants are encouraged to review the RFP closely and attend the orientation. Inquiries regarding this RFP should be directed to the RFP Contact Person listed in Section 2 of the RFP.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: 5

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **April 20, 2009** and received by the state purchasing agency no later than 10 days from the submittal deadline.

All Mail-ins

Department of Human Services
Benefit, Employment and Support Services
Division
Employment and Child Care Program Office
Haseko Center
820 Mililani Street, Suite 606
Honolulu, Hawaii 96813

DHS RFP COORDINATOR

Marja Leivo
Phone: (808) 586-7112
Facsimile: (808) 586-5744
E-mail: mleivo@dhs.hawaii.gov

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST), April 20, 2009**. Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:30 p.m., April 20, 2009.

Drop-off Sites

For applicants on Oahu:

Department of Human Services
Benefit, Employment and Support Services Division
Employment and Child Care Program Office
Haseko Center
820 Mililani Street, Suite 606
Honolulu, Hawaii 96813

For applicants on Hawaii:

Department of Human Services
Benefit, Employment and Support Services Division
East Hawaii Section
1990 Kinoole Street, Suite 111
Hilo, Hawaii 96720

For applicants located on Maui:

Department of Human Services
Benefit, Employment and Support Services Division
Maui Section
Waiehu Beach Center
270 Waiehu Beach Road, Suite 107
Wailuku, Hawaii 96793

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- Attachment F. Special Conditions
- Attachment G. Sample “Provider Performance Report For _____ Pre-Plus”

Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Procurement Timetable



Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	03/20/09
Distribution of RFP	03/20/09
RFP orientation session	03/27/09
Closing date for submission of written questions for written responses	04/02/09
State purchasing agency's response to applicants' written questions	04/06/09
Discussions with applicant prior to proposal submittal deadline (optional)	03/27/09 – 04/17/09, as needed
Proposal submittal deadline	04/20/08
Discussions with applicant after proposal submittal deadline (optional)	04/21/09 – 04/22/09, as needed
Final revised proposals (optional)	04/21/09 – 04/22/09, as needed
Proposal evaluation period	04/23/09 – 04/30/09, as needed
Provider selection	04/27/09 – 04/30/09
Notice of statement of findings and decision	04/30/09 – 05/01/09
Contract start date	07/01/09

II. Website Reference

The State Procurement Office (SPO) website is <http://hawaii.gov/spo/>

	For	Click
1	Procurement of Health and Human Services	"Health and Human Services, Chapter 103F, HRS..."
2	RFP website	"Health and Human Services, Ch. 103F..." and "The RFP Website" (located under Quicklinks)
3	Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	"Statutes and Rules" and "Procurement of Health and Human Services"
4	Forms	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Forms"
5	Cost Principles	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Cost Principles"
6	Standard Contract -General Conditions	"Health and Human Services, Ch. 103F..." "For Private Providers" and "Contract Template – General Conditions"
7	Protest Forms/Procedures	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Protests"

Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at <http://hawaii.gov>)

	For	Go to
8	Tax Clearance Forms (Department of Taxation Website)	http://hawaii.gov/tax/ click "Forms"
9	Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	http://capitol.hawaii.gov/ click "Bill Status and Documents" and "Browse the HRS Sections."
10	Department of Commerce and Consumer Affairs, Business Registration	http://hawaii.gov/dcca click "Business Registration"
11	Campaign Spending Commission	http://hawaii.gov/campaign

III. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS) Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

IV. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview: Provides applicants with an overview of the procurement process.

Section 2, Service Specifications: Provides applicants with a general description of the tasks to be performed, delineates provider responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions: Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation: Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments: Provides applicants with information and forms necessary to complete the application.

V. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Employment, Child Care Program Office
Department of Human Services, State of Hawai`i
Benefit, Employment and Support Services Division
820 Mililani Street, Suite 606
Honolulu, Hawaii 96813
Phone: (808) 586-7112 Fax: (808) 586-5744
E-mail: mleivo@dhs.hawaii.gov

VI. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date: March 27, 2009 **Time:** 9:00 a.m. to 11:00 a.m., HST
Location: Haseko Center, 820 Mililani Street, Ste. 606, Honolulu, HI 96813

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and

may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the paragraph VII. Submission of Questions.

VII. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

Date: April 2, 2009 **Time:** 4:30 p.m. HST

State agency responses to applicant written questions will be provided by:

Date: April 6, 2009

VIII. Submission of Proposals

A. **Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website referred to in II. Website Reference. Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200).** Provides applicant proposal identification.
2. **Proposal Application Checklist.** Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
3. **Table of Contents.** A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
4. **Proposal Application (Form SPO-H-200A).** Applicant shall submit comprehensive narratives that address all of the proposal requirements contained in Section 3 of this RFP, including a cost proposal/budget if required.

B. **Program Specific Requirements.** Program specific requirements are included in Sections 2, Service Specifications and Section 3, Proposal

Application Instructions, as applicable. If required, Federal and/or State certifications are listed on the Proposal Application Checklist located in Section 5.

- C. **Multiple or Alternate Proposals.** Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. **Tax Clearance.** Pursuant to HRS Section 103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers shall be required to submit a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). The certificate shall have an original green certified copy stamp and shall be valid for six (6) months from the most recent approval stamp date on the certificate. Tax clearance applications may be obtained from the Department of Taxation website. (Refer to this section's part II. Website Reference.)
- E. **Wages and Labor Law Compliance.** If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS Section 103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to HRS Section 103-55, at the Hawaii State Legislature website. (See part II, Website Reference.)
 - **Compliance with all Applicable State Business and Employment Laws.** All providers shall comply with all laws governing entities doing business in the State. Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations unincorporated associations and foreign insurance companies be registered and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See part II, Website Reference.)
- F. **Hawaii Compliance Express (HCE).** Providers may register with HCE for online proof of DOTAX and IRS tax clearance Department of Labor and Industrial Relations (DLIR) labor law compliance, and DCCA good standing compliance. There is a nominal annual fee for the service. The "Certificate of Vendor Compliance" issued online through HCE provides the registered provider's current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes.

Refer to this section's part II. Website Reference for HCE's website address.

- G. **Campaign Contributions by State and County Contractors.** Providers are hereby notified of the applicability of HRS Section 11-205.5, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, FAQs are available at the Campaign Spending Commission webpage. (See part II, Website Reference.)
- H. **Confidential Information.** If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

- I. **Confidentiality of Personal Information.** Act 10 relating to personal information was enacted in the 2008 special legislative session. As a result, the Attorney General's General Conditions of Form AG Form 103F, *Confidentiality of Personal Information*, has been amended to include Section 8 regarding protection of the use and disclosure of personal information administered by the agencies and given to third parties.
- J. **Proposal Submittal.** All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet. All hand deliveries shall be received by the State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet. Proposals shall be rejected when:
- Postmarked after the designated date; or
 - Postmarked by the designated date but not received within 10 days from the submittal deadline; or
 - If hand delivered, received after the designated date and time.

The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if

received after the submittal deadline. Dated USPS shipping labels are not considered postmarks.

Proposals submitted by telefacsimile transmissions, electronic mail, website, on computer diskettes/CP, or other electronic means are not permitted.

IX. Discussions with Applicants

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline -** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance HAR Section 3-143-403.

X. Opening of Proposals

Upon receipt of a proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

XI. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XII. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XIII. Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's best and final offer/proposal. *The applicant shall submit **only** the*

section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200). After final revised proposals are received, final evaluations will be conducted for an award.

XIV. Cancellation of Request for Proposal

The RFP may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XVI. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a RFP, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with HAR Sections 3-142-202 and 3-142-203.

XVII. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons:

- (1) Rejection for failure to cooperate or deal in good faith. (HAR Section 3-141-201)
- (2) Rejection for inadequate accounting system. (HAR Section 3-141-202)
- (3) Late proposals (HAR Section 3-143-603)
- (4) Inadequate response to request for proposals (HAR Section 3-143-609)
- (5) Proposal not responsive (HAR Section 3-143-610(a)(1))
- (6) Applicant not responsible (HAR Section 3-143-610(a)(2))

XVIII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XIX. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website. (See paragraph II, Website Reference.) Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Lillian B. Koller, Esq.	Name: Edwin Igarashi
Title: Director	Title: Fiscal Management Officer
Mailing Address: P.O. Box 339 Honolulu, Hawaii 96809-0339	Mailing Address: P.O. Box 339 Honolulu, Hawaii 96809-0339
Business Address: 1390 Miller Street Honolulu, Hawaii 96813	Business Address: 1390 Miller Street Honolulu, Hawaii 96813

XX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to HRS Chapter 37, and subject to the availability of State and/or Federal funds.

XXI. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See paragraph II, Website Reference). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under HRS Chapter 103F, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201, which is available on the SPO website (see paragraph II, Website Reference). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

The high cost of living in Hawaii forces many families with young children to spend their limited resources for other necessities and find alternatives to costly preschool programs. As a result, approximately 5,800 children (39%) enter kindergarten without a preschool experience. Even if families of these children had sufficient funds for preschool, existing space would be inadequate. The Pre-Plus initiative was created to address this need through the development of a public-private partnership to expand available preschool resources.

In May 2001, the Hawaii Legislature appropriated \$2.5 million per year for two years in Capital Improvement Project (CIP) funding which was designated for the Pre-Plus initiative and limited to the building and/or improvement of State facilities. With these dedicated funds, seventeen new preschool facilities were built on Department of Education (DOE) elementary school campuses. All Pre-Plus facilities are owned by the DOE but are to be operated by private preschool providers. Each facility is designed to accommodate a minimum of twenty (20) children by DHS licensing regulations. The current contracts for the operation of thirteen (13) Pre-Plus programs are expiring effective June 30, 2009.

The purpose of this Request for Proposal (RFP) is to procure the services of a private preschool provider to operate one or more of the thirteen Pre-Plus facilities located on Oahu, Hawaii, and Maui. (See E. Geographic Coverage of Service for a list of the facilities.)

B. Planning activities conducted in preparation for this RFP

Pursuant to the Hawaii Administrative Rules Section 3-142-202, CCPO conducted planning activities, including, but not limited to, the following:

1. Posted "Request For Information" January 13, 2009 on the State Procurement Notices System, as designated in Section 3-141-407. Took into account the views of respondents and provider organizations contacted on how to improve service specifications to better achieve program goals;

2. Analyzed information from program monitoring and evaluation reports of current provider organizations; and,

3. Assessed existing State contracts for Pre-Plus services, and comments received from other state agencies on the services and cooperative strategies used towards progress for achieving shared goals.

C. Description of the goals of the service

All of Hawaii's children should have the opportunity to attend a quality early childhood education program. With a positive preschool experience, the children will be healthy, curious, socially aware, and ready to start Kindergarten with their classmates. The goals of this service are to:

1. Expand the number of preschool enrollment opportunities for disadvantaged children, ages 3 and 4 years old;
2. Provide a quality early childhood education program in which children are safe, healthy, and ready to learn;
3. Promote school readiness and prepare children for a successful transition into Kindergarten.

D. Description of the target population to be served

This service is targeted to benefit children, three (3) and four (4) years of age who are not currently attending preschool. Priorities for enrollment are: children whose families' incomes fall at or below 200% of the Federal Poverty Level (FPL), or roughly 80% of the State Median Income (SMI); and, children who reside in the school district of the Pre-Plus site. Although Pre-Plus is focusing on this group, children from families of any income level and from any school district may be served at a Pre-Plus facility.

E. Geographic coverage of service

Pre-Plus sites that the State requests proposals for are as follows:

Maui

Lihikai Elementary School, 335 S. Papa Avenue, Kahului, HI 96732

Hawaii

Keonepoko Elementary School, 15-890 Kahakai Blvd, Pahoa, HI 96778

Mountain View Elementary School, P.O. Box 9, Mountain View, HI 96771

Oahu

Aiea Elementary School, 99-370 Moanalua Road, Aiea, HI 96701
Fern Elementary School, 1121 Middle Street, Honolulu, HI 96819
Jefferson Elementary School, 324 Kapahulu Avenue, Honolulu, HI 96815
Ka`ala Elementary School, 130 California Avenue, Wahiawa, HI 96786
Kailua Elementary School, 315 Kuulei Road, Kailua, HI 96734
Salt Lake Elementary School, 1131 Ala Lilikoi Street, Honolulu, HI 96818
Wahiawa Elementary School, 1402 Glen Avenue, Wahiawa, HI 96786
Waiiau Elementary School, 98-450 Hookanike Street, Pearl City, HI 96782
Waimanalo Elementary School, 41-1330 Kalaniana`ole Highway,
Waimanalo, HI 96795
Waipahu Elementary School, 94-465 Waipahu Street, Waipahu, HI 96797

F. Probable funding amounts, source, and period of availability

The State shall provide a facility, rent-free, to private preschool provider(s). There is no funding available for operating costs. All costs incurred for utilities and maintenance will be the responsibility of the provider and paid as a fixed monthly maintenance fee of \$170 (schools without air conditioning) or \$305 (schools with air conditioning) by the 5th work day of the month to the DOE Auxiliary Services Branch (ASB). The maintenance fee shall be subject to change by the ASB annually in July. The Department of Human Services will provide some basic classroom furnishings: chairs, tables, cubbies, etc., as available. More information will be provided to interested applicants at the orientation meeting.

The contract with the provider(s) that allows the operation of a program at a Pre-Plus facility shall continue on an annual basis (State Fiscal Year), based on satisfactory performance as evaluated by Department of Human Services and the Department of Education or an appointed designee. The evaluation will be contingent upon contract requirements between the provider and the DOE, and the provider and DHS.

The term of this contract shall be for the period July 1, 2009 to June 30, 2010. There is an option to extend this contract for five (5) additional twelve-month terms, not to exceed June 30, 2015, subject to satisfactory performance.

II. General Requirements

A. Specific qualifications or requirements including, but not limited to, licensure or accreditation

The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/1/98), which can be found on the SPO website at http://www2.hawaii.gov/spoh/Forms_Instructions/costprinciples.PDF.

The provider must have at least four (4) years experience in operating a DHS-licensed child care facility.

The children must be cared for in a DHS-licensed child care facility. The provider shall ensure that the appropriate staff qualifications and teacher-child ratio regulations are maintained at all times during the hours of operation.

The provider must obtain accreditation from a nationally/DHS approved accreditation body (such as NAEYC or NECPA) within three (3) years from the date of occupancy, with the exception of Head Start Programs which must meet Head Start Program Performance Standards.

The provider must complete DOE Forms BO-1 (*Application for Use of School Buildings, Facilities, or Grounds*) and BO-2 (*Statement Indemnifying State against Liability Claim*) annually as part of the reporting requirements of the contract. (See Section 5, Attachments C, D) **Forms are for example only and are not required at time of proposal submittal.**

B. Secondary purchaser participation (Refer to HAR Section 3-143-608)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases - Not applicable

C. Multiple or alternate proposals (Refer to HAR Section 3-143-605)

Allowed

Unallowed

D. Single or multiple contracts to be awarded
(Refer to HAR Section 3-143-206)

Single Multiple Single & Multiple

Criteria for multiple awards:

A single contract may be awarded to a proposal that demonstrates the ability to provide comprehensive and efficient services for multiple Pre-Plus facilities within the state.

Multiple contracts may be awarded to a proposal if the state purchasing agency determines that it is in the best interests of the State for a number of providers as an aggregate, to provide, and services proposed.

E. Single or multi-term contracts to be awarded
(Refer to HAR Section 3-149-302)

Single term (2 years or less) Multi-term (more than 2 years)

Contract terms:

Initial term of contract: twelve (12) months

Length of each extension: twelve (12) months

Number of possible extensions: five (5)

Maximum length of contract: six (6) years

The initial period shall commence on the contract start date or date of Notice to Proceed, whichever is later.

Conditions for extensions: the contract for the proposed services may be extended without the necessity for re-bidding, subject to the State's need and determination of satisfactory provider performance, or unless the Agreement is terminated. The option to extend the services will be offered in writing by the DHS, at least sixty (60) days prior to expiration of the contract. No supplementary agreement shall be binding upon the DHS until the agreement has been fully and properly executed by all parties, thereto, prior to the expiration date of the Agreement. The provider shall not provide any services until the agreement is fully and properly executed.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider(s). Written questions should be submitted to the RFP contact person and received by the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

Contact person: Marja Leivo
Phone: (808) 586-7112
Email address: mleivo@dhs.hawaii.gov

III. Scope of Work

Whereas the DHS and DOE have executed a working agreement on the Pre-Plus program requirements, operational responsibilities, maintenance commitments, and liability issues for the Pre-Plus programs at designated DOE school campuses statewide, the agreement allows the awarded pre-school operator(s) to propose the program design, or designs, that best address the needs of the children and families in the proposed service area and of the DOE host school.

The applicant shall outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. The plan should account for all functions or activities identified in the application, including the location, the hours, days, and months of operation, enrollment procedures, age of children, and a schedule of services for the hours of operation. Describe any special features of the program operations design, curriculum, provisions for accommodating children with special needs, and plans for parent, DOE, and community involvement.

The design and management component shall include program governance, management systems and procedures, human resources management, facilities, materials and equipment.

If the applicant is proposing a new program, the applicant shall provide a detailed start-up plan. The plan shall include tasks, activities, personnel, and timeframe. The plan shall clearly show how the applicant would have the program established with necessary staffing to meet the anticipated caseload and provide the required services in the applicable geographic areas by July 1, 2009.

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

1. Provide preschool opportunities for disadvantaged children, ages three (3) and four (4) years old.
 - The provider shall offer preschool services with the focus on children, three and four years of age, whose families fall at or below 200% of the Federal Poverty Index.

- The Pre-Plus facility shall be used solely for the Pre-Plus program, and the official name of the facility shall be the “(site name) Pre-Plus”, e.g. “Aiea Pre-Plus”. All other terms, references or identifiers used in connection with the “Pre-Plus” program shall merely identify the location and/or the provider.
 - The provider shall be willing to include special needs children, as defined by Hawaii Administrative Rules 8-53 & 8-56 and Section 619 of the Federal Individuals with Disabilities Education Act (IDEA) of 1997 in their program, provided that the provider has the required qualifications, staffing and resources as defined by the Department of Education to adequately service this population without adverse impact to the overall service delivery of the Pre-Plus program.
 - Designation of responsibilities in providing services to DOE identified special needs children in the Pre-Plus program shall be negotiated and set forth in an agreement between the provider and the Department of Education. Consideration for appropriateness of the program, availability of slots, and necessary accommodations to be provided, shall be factored into an agreeable plan for the operation of any “inclusion program”.
2. Provide a quality child care program in which children are safe, healthy, and ready to learn.
- The provider shall describe the design and approach of the proposed program and demonstrate a capability and willingness to work collaboratively with the Department of Education to develop and offer educational, social, and recreational activities appropriate to the children’s ages and developmental stages. The plan for collaboration shall reflect the overall intent of the Pre-Plus effort in providing pre-school aged children a quality early education experience that facilitates a seamless transition from preschool to Kindergarten.
 - In the event that there is a disagreement between the provider and Department of Education in their collaborative effort to develop curriculum activities, the Department of Human Services, or a representative designated by the Department, shall assist in facilitating a resolution. If no resolution results from such efforts, the Department of Human Services shall make a final decision.

- The provider shall demonstrate provision of quality child care by obtaining accreditation within 3 years from start of services, or in lieu of accreditation, Head Start programs must meet Head Start Program Performance Standards.
 - The provider shall promote good nutrition and health, and have a meal plan for all of the children in the program.
 - The provider shall incorporate a parent involvement plan for families whose child(ren) attend the Pre-Plus program. The parent involvement plan may include, but not be limited to, parent newsletters, parent nights, family fun days, and the like.
 - The provider shall be responsible for maintaining the Pre-Plus facility, equipment and materials at standards of repair, orderliness, sanitation, and safety as required by the State. The provider and the Department of Education may choose to share in the responsibility if both parties are in agreement to do so.
 - The provider shall be responsible for the daily operational maintenance of the Pre-Plus classroom, such as, but not limited to, classroom janitorial services, grounds maintenance of the playground and fencing installed to surround the area, and restocking of classroom inventory.
3. Promote school readiness and prepare children for a successful transition into Kindergarten.
- The provider shall be responsible for the delivery and daily oversight of the curriculum, and incorporation of a transition strategy from preschool to Kindergarten. The Department of Education shall be responsible for the overall review of the curriculum to determine its appropriateness and that it works towards meeting the goals and expectations for its Kindergarten grade level entry.
 - The provider shall collaborate with Department of Education staff: to support children's learning language, literacy, and numeric skills; to share the learning process children experience in preschool; and, to establish plans and policies for the children's smooth transition into Kindergarten.
 - The provider shall support linkages between schools and families, and between other service providers, children, and families.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

The applicant shall demonstrate that personnel possess the necessary knowledge, skills and abilities that would enable them to effectively deliver the proposed services.

The minimum staffing for the Pre-Plus facility shall be a Teacher and an Aide, both of whom shall be qualified to work with preschool children in accordance with the rules and regulations of the State Department of Human Services (DHS). (Refer to HAR §17-892.1-17)

The applicant shall submit an organizational chart showing clear lines of authority for each person performing services under this project and describe the organization's capability and experience in performing this service, including the qualifications of the project manager/director and other key personnel.

2. Administrative

The applicant shall comply with all federal, state and county requirements for the administration of a child care facility, operate the Pre-Plus program as a DHS licensed group child care center, and ensure that the appropriate staff qualifications and teacher-child ratio regulations are maintained at all times during the hours of operation.

The applicant shall ensure that reporting requirements and accreditation requirements are met as specified in the General Requirements. (See Section II. General Requirements A.)

Written policies and procedures are required for all services including personnel standards, operating procedures, determination of client eligibility and enrollment, documentation, record keeping, data gathering, reporting, financial administration, quality assurance, monitoring and evaluation.

The applicant is required to have a written outcome-based program plan, and an on-going planning and evaluation process for these services.

All costs incurred for utilities and operational maintenance will be the responsibility of the provider. The provider shall pay a fixed monthly maintenance fee of \$170 (schools without air conditioning) or \$305 (schools with air conditioning) by the 5th work day of the month, payable to the DOE Operations and Maintenance Section. The maintenance fee is

a cost allocated fee that covers utility expenses (electric, water/sewer, and air conditioning operating and maintenance fees, if applicable) and shall be subject to change by the DOE Auxiliary Services Branch (ASB) annually in July.

All furniture, equipment, and materials purchased by DHS for the Pre-Plus facility, that has an expected life of more than one year, shall remain the property of the DHS. The provider shall maintain the inventory of DHS property and report the condition annually.

3. Quality assurance and evaluation specifications

Quality assurance plan. The applicant shall have a written quality assurance plan including procedures to assure that its services are provided in conformance with all federal, state, and county requirements, and the requirements of this RFP. The plan shall include procedures to monitor administrative, program and fiscal operations, for compliance with all requirements. It shall also provide for procedures to determine whether the target group receives consistent, high quality services. The quality assurance plan shall also identify roles and responsibilities for on-going monitoring and implementation.

Evaluation of performance. The applicant shall have a written plan for evaluation of performance in providing the required services, including procedures and methodology to measure, monitor and collect data on outputs and outcomes, and to evaluate the outcomes and other results of its services. The evaluation plan should also include procedures to identify and resolve problems, and make improvements to the program as needed. The plan should identify staff roles and responsibilities for assuring on-going implementation of the plan.

The applicant must also indicate the specific measurement tool(s) and/or procedures that will be utilized to document and verify that each proposed program output and outcome was accomplished.

Records. The applicant shall be responsible for keeping records of furniture, equipment and materials provided by DHS, and shall submit an annual inventory of the State provided furniture, furnishings and equipment in a manner prescribed by the State.

Program Records. The applicant shall be responsible for keeping comprehensive program records, available for monitoring by DHS staff or its designee, including case records and documentation of service activities. Program records subject to review shall include required reports and periodic assessments of program effectiveness. Monitoring of program records and activities shall include, but are not limited to:

- Observation of the program operations;
- Notes of staff meeting/minutes and training;
- Examination of recordkeeping procedures;
- Document review of the various service activities, including collaboration with the DOE, community agencies and organizations, and parent involvement and meal service plans.

Evaluation will consist of comparing projected program objectives with outcome performance, and analyzing factors that produced those results.

The service provider will meet with representatives of the State to discuss the progress of the program and cooperate with the State in an annual performance evaluation.

Contract monitoring. Annual contract monitoring by the State may include site visits with comprehensive evaluation of several areas of performance. These may include review of conformance with standard contractual requirements, agency files, accounting practices, and case record keeping. In addition, on-going contract monitoring shall include a review of required reports, and periodic assessment of the program effectiveness.

4. Output and performance/outcome measurements

The applicant must maintain throughout the term of the contract a system of self-appraisal and program evaluation to track and validate effectiveness of the activities provided. The evaluation process must include tools or instruments to identify client, which are relevant to client outcomes and include a process for making improvements or taking corrective action based upon the evaluation findings.

There shall be a written description of the process that will be used to measure the effectiveness of the services. The provider shall have made progress in meeting the outcomes as indicated in the service activity section (III.A.) above by:

- Submitting a quarterly report (DHS 940 (08/05) no later than 30 days after the end of each calendar quarter. (See Section 5, Attachment E)
- Submitting quarterly data of accomplishments and annual documentation to verify progress achieved in meeting program goals and objectives as defined by the performance indicators identified on the "Provider Performance Report for _____Pre-Plus". (See Section 5, Attachment G)

- Submit annual documentation to verify payment of monthly charges for utilities paid to the DOE as applicable.

The provider shall submit additional information as specified by the State upon request as necessary.

5. Experience

The applicant shall demonstrate experience in operating a DHS licensed group child care center and providing preschool services for children, three (3) and four (4) years of age. The applicant shall indicate if this experience is with an accredited child care program or a Head Start program.

The applicant shall indicate how this experience will be applicable towards fulfilling the goals of the Pre-Plus program.

6. Coordination of services

The applicant shall describe the agencies that it will coordinate its services with and indicate those with which it already has established partnerships.

The applicant shall provide a list of organizations, cooperating entities, and other key individuals and resources it will work with, along with a short description of the nature of their effort or contribution.

7. Reporting requirements for program and fiscal data

Information relevant to the Pre-Plus program must be provided as requested by the Department of Human Services or the Department of Education. This may include, but is not limited to, parental consents and collection of data for research purposes. The applicant shall describe its ability to meet the following reporting requirements:

- Submit a Pre-Plus Quarterly Report (DHS 940 (08/05)) to the DHS no later than thirty (30) days after the end of each calendar quarter, describing the efficiency and effectiveness of this service. (See Section 5, Attachment E)
- Submit quantitative quarterly data of the accomplishments achieved for each program goal and objective in such terms as the number of children served and the number of activities

accomplished. When accomplishments cannot be quantified by activity or function, these should be listed chronologically to show the schedule of accomplishments and their target dates. (Refer to Section 5, Attachment G, "Provider Performance Report For _____ Pre-Plus")

- Submit a final report summarizing the program achievements for the total contract period within sixty (60) calendar days after the last day of the contract period.
- Submit copies of completed DOE Forms BO-1 (*Application for Use of School Buildings, Facilities, or Grounds*) and BO-2 (*Statement Indemnifying State against Liability Claim*) annually as part of the reporting requirements of the contract. (See Section 5, Attachments C, D)

C. Facilities

The provider selected to provide Pre-Plus preschool services shall operate in the facility provided by the State for the Pre-Plus program. The provider selected will be responsible for making any improvements necessary to bring the facility up to the standard acceptable for the operation of a Group Child Care Center, and in accordance with the DOE and DHS facilities requirements.

The provider selected to provide the Pre-Plus preschool services shall operate and maintain the equipment and facilities in accordance with all Departmental policies and procedures.

IV. COMPENSATION AND METHOD OF PAYMENT

Not applicable

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for each item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (see Section 1, paragraph II, Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Program Overview

The applicant shall give a brief overview to orient evaluators as to the program/services being offered. This section shall clearly and concisely summarize and highlight the contents of the proposal in such a way as to provide the DHS with a broad understanding of the entire proposal. The applicant shall include a brief description of its organization, the goals and objectives related to the service activity, and how the proposed service is designed to meet the need identified in the service specifications.

II. Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services. The applicant shall include a brief description of the preschool curriculum and philosophy that will be utilized.

B. Experience

The applicant shall provide a description of current operations and experience in serving preschool-aged children in a DHS licensed preschool facility, including the number of years experience in operating a DHS licensed preschool facility. The applicant shall include points of contact, addresses, and e-mail/phone numbers. The State reserves the right to contact references to verify experience.

The applicant shall describe experience with serving special needs children, with accreditation and/or meeting performance standards, and familiarity or experience with the Pre-Plus site(s).

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

The applicant shall include a written quality assurance plan that includes procedures to monitor administrative and program operations. The quality assurance plan should include how the applicant will handle concerns with staff performance, parent complaints, monitoring of the activities at the Pre-Plus site, and plans for obtaining accreditation and/or meeting Head Start Program Performance Standards.

The applicant shall also include a written plan and procedures for evaluation of performance in providing the target group consistent, high quality services. The plan should illuminate how outcomes of the services will be measured and effectiveness of the program will be evaluated, and include procedures to identify and resolve problems, and make improvements to the program as needed.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community by indicating which agencies, organizations, and/or groups it will collaborate with in order to deliver

services to the target group in a satisfactory manner. The applicant shall describe a plan to collaborate with the agencies and resources identified, and with the school principal to provide an appropriate transition strategy from Preschool to Kindergarten for the children in the Pre-Plus program.

E. Facilities

The applicant shall describe a proposed plan to collaborate with the Principal of the elementary school where the Pre-Plus facility is located, and with other community resources, to prepare, alter, or improve the Pre-Plus facility, if needed, to meet DHS Group Child Care Center licensing requirements.

III. Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall describe the proposed staffing pattern, staff/child ratio and proposed caseload capacity appropriate for the services proposed. (Refer to the personnel requirements in the Service Specifications, as applicable.)

The applicant shall describe plans for the continuity of service activities in the event of staff illness, medical emergencies, vacancies, or other situations that result in program resources that are less than proposed and contracted for.

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable.) The applicant shall describe the proposed staffing pattern for the Pre-Plus site. The applicant shall also provide written policies and procedures for staff hiring and supervision.

B. Project Organization

1. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services. Describe any additional in-service training provided to staff, if applicable, including frequency and duration of training sessions, and how staff at the Pre-Plus site will be monitored.

2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the "Organization-wide" and "Program" organization charts shall be attached to the Proposal Application.

IV. Service Delivery

The applicant shall include a detailed discussion of its approach to applicable service activities and management requirements from Section 2, Item III. Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules. This can include a daily, monthly, and annual calendar/schedule of activities. The applicant shall provide a list of State holidays when the program will not operate.

The applicant shall include a description of its plans to implement the primary services and activities listed in Section II (Scope of Work) which includes, but is not limited to:

- A. The general plan for providing the required services;
- B. An indication of the proposed hours and months of operation for the Pre-Plus site;
- C. An indication of the enrollment procedures and the age group to be targeted for the Pre-Plus site, including the provision of enrollment opportunities for children with special needs;
- D. A description of how health and nutrition will be provided, as well as a description of the meal plan for children in care at Pre-Plus site, including who will provide meals/snacks for children;
- E. A description of plans to involve families in the Pre-Plus program;
- F. Description of how data will be collected in order to meet quarterly reporting requirements and to assess quality assurance plans; and,
- G. Description of plans to measure outcomes of required services and to evaluate the effectiveness of the program, including plans for use of this data for program improvement.
- H. Description of plans for collaboration with DOE

V. Financial

A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

The applicant shall describe source(s) of funding for the proposed program at the Pre-Plus site including, but not limited to, subsidies, tuition, or other

sources. The proposal shall include possible sources of funds to complete any improvements needed to ensure the Pre-Plus facility meets DHS Group Child Care Center licensing requirements.

The DHS shall select the applicable cost proposals subject to the legal standing of the applicant organization, e.g., non-profit or for-profit, and that are in the best interest of the State.

All budget forms, instructions and samples are located on the SPO website (see Section 1, paragraph II Websites referred to in this RFP). The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205	Budget
SPO-H-206A	Budget Justification – Personnel: Salaries & Wages
SPO-H-206B	Budget Justification- Personnel: Payroll Taxes, Assessment & Fringe Benefits
SPO-H-206E	Budget Justification – Contractual Services: Administrative

B. Other Financial Related Materials

1. Accounting System

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

- a. The organization's most recent financial audit.
- b. A copy of the organization's financial policies that relate to the expenditure of funds for this project.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4

Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

<u>Evaluation Categories</u>	<u>Possible Points</u>
<i>Administrative Requirements</i>	
<i>Proposal Application</i>	
Program Overview	0 points
Experience and Capability	35 points
Project Organization and Staffing	15 points
Service Delivery	40 points
Financial	10 Points
TOTAL POSSIBLE POINTS	100 Points

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- Application Checklist
- Registration (if not pre-registered with the State procurement office)

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of Proposal Application (100 Points)

Each section listed below shall be evaluated using the following criteria:

Weighted points (0-5) for each sub-area will be given. The sum of weighted points given by the evaluators in all areas of each section will be divided by the maximum weighted points that could be allotted for that area. This quotient will be multiplied by the points assigned to each area, which is noted in parenthesis. The product will be the score for that area.

The weighted points awarded for each sub-area of evaluation shall be derived from a rating scale of 0 to 5:

- 5= Very satisfactory
- 4= More than satisfactory
- 3= Satisfactory
- 2= Less than satisfactory
- 1= Unsatisfactory
- 0= Not addressed (no credit)

Program Overview: No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

1. Experience and Capability (35 Points)

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

A. Necessary Skills

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services, including preschool curriculum and philosophy.

B. Experience

- Demonstrated experience related to the delivery of the service in a DHS licensed preschool facility, including experience with special needs children, accreditation and/or meeting performance standards, and familiarity or experience with Pre-Plus site(s).

C. Quality Assurance and Evaluation

- Sufficiency of quality assurance plans for the proposed services, including methodology for monitoring administrative and program operations.
- Sufficiency of plans and procedures for evaluation of performance, including: how outcomes of services will be measured; effectiveness will be evaluated; and, procedures to resolve problems and improve program as needed.

D. Coordination of Services

- Demonstrated knowledge of which agencies, organizations, or groups need to be collaborated and coordinated with in order to deliver satisfactory services.
- Described how collaboration with the DOE Principal, and other organizations or groups would result in the delivery of satisfactory services.

E. Facilities

- Demonstrated ability to coordinate resources to ensure the Pre-Plus facility meets State requirements.

2. Project Organization and Staffing (15 Points)

The State will evaluate the applicant's overall staffing approach to the service that shall include:

A. Staffing

- Proposed Staffing: Proposed staffing pattern, client/staff ratio, plans for continuity of service activities in the event of staff illness, emergencies or vacancies, and proposed caseload capacity is appropriate for the services proposed.
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program, including written policies and procedures for staff hiring and supervision.

B. Project Organization

- Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
- Organization Chart: "Organization-wide" and "Program" charts reflect the position of each staff and line of responsibility/supervision for the overall service activity and tasks.

3. Service Delivery (40 Points)

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application.

- Describes in detail a plan for provision of the required services, including program design, enrollment procedures, and approach to providing preschool opportunities for the target age and income group to be served.

- Describes in detail all functions and activities identified in the application as tasks and responsibilities for the provision of a quality child care program in which children are safe, healthy, and ready to learn. Includes details of schedule and hours, days, and months of operation.

- Describes in detail the delivery and daily oversight of the curriculum, collaboration with DOE, linkages between schools, families and other service providers, and the incorporation of transitions strategies will be used to promote school readiness and prepare children for successful transition to Kindergarten.

- Describes in detail the extent of management oversight of the program, staffing and their qualifications, work assignments, and capability and experience in performing the proposed services.

- Describes in detail the approach to monitoring and maintaining the Pre-Plus facility and property at standards of repair, orderliness, sanitation and safety as required by the State, in compliance with DHS licensing requirements, and the provision for payment of maintenance fees to the DOE.

- Describes in detail how data will be collected in order to meet program and fiscal reporting requirements, and to assess quality assurance plans, including identification of staff roles and responsibilities for implementation of the plan.

- Description of plans to measure outcomes of required services and to evaluate the effectiveness of the program, including plans for use of data for program improvement.

- Describes experience in operating a DHS licensed group child care center providing preschool services for the target population, including experience with meeting accreditation requirements, coordination of services with other agencies.

5. *Financial (10 Points)*

- Personnel costs are reasonable and comparable to positions in the community.
- Non-personnel costs are reasonable and adequately justified.
- The budget fully supports the scope of service and requirements of the Request for Proposal.
- Accounting system is adequate (as indicated in most recent audit report.)

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Proposal Application Table of Contents
- C. Sample Form BO-1 – Application for use of School Buildings, Facilities, or Grounds
- D. Sample Form BO-2 – Statement Indemnifying State Against Liability Claim
- E. Sample Form DHS 940 (08/05) – Pre-Plus Quarterly Report
- F. Special Conditions
- G. Sample “Provider Performance Report For _____Pre-Plus”

Attachment A

Proposal Application Checklist

Proposal Application Checklist

Applicant: _____

RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website. See Section 1, paragraph II Website Reference.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*	X	
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
<i>Federal Certifications</i>		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				
Organizational Chart(s)	Section 3, RFP	Section 3, RFP	X	
Audit Report	Section 3, RFP	Section 3, RFP	X	
Financial Policies	Section 3, RFP	Section 3, RFP	X	

Authorized Signature

Date

Attachment B

Sample Proposal Application Table of Contents

Sample

Organization: _____
RFP No: _____

Proposal Application Table of Contents

I.	Program Overview	1
II.	Experience and Capability	1
	A. Necessary Skills	2
	B. Experience.....	4
	C. Quality Assurance and Evaluation.....	5
	D. Coordination of Services.....	6
	E. Facilities.....	6
III.	Project Organization and Staffing	7
	A. Staffing.....	7
	1. Proposed Staffing.....	7
	2. Staff Qualifications	9
	B. Project Organization	10
	1. Supervision and Training.....	10
	2. Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
IV.	Service Delivery.....	12
V.	Financial.....	20
	See Attachments for Cost Proposal	
VI.	Litigation.....	20
VII.	Attachments	
	A. Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
	B. Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1996	
	C. Organization Chart	
	Program	
	Organization-wide	
	D. Performance and Output Measurement Tables	
	Table A	
	Table B	
	Table C	
	E. Program Specific Requirements	

Attachment C

Sample Form BO-1 Application for use of School Buildings, Facilities, or Grounds

DEPARTMENT OF EDUCATION • STATE OF HAWAII

APPLICATION FOR USE OF SCHOOL BUILDINGS, FACILITIES, OR GROUNDS

(Application should be received by the School at least 10 working days prior to requested date of use.)

Date _____ 19____

WE RESPECTFULLY REQUEST THE USE OF: CLASSROOM AUDITORIUM LIBRARY
 DINING ROOM GYMNASIUM OTHER: _____

AT _____ SCHOOL ON THE FOLLOWING DATE(S): _____
FROM _____ a.m./p.m. TO _____ a.m./p.m. (month/day/year)

FOR THE PURPOSE OF (GIVE INFORMATION ON USE): _____

APPLICANT'S NAME AND ORGANIZATION: _____

ADDRESS: _____ PHONE: Home: _____
Bus.: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS AND AFFIX YOUR SIGNATURE:

1. IS YOUR ORGANIZATION TAX-EXEMPT NON-PROFIT? (TAX I.D. NUMBER: _____) YES NO
2. IS THIS A GOVERNMENT SPONSORED ACTIVITY? (SPONSORING AGENCY: _____) YES NO
3. IS THIS A SCHOOL/DOE SPONSORED ACTIVITY? (SCHOOL ADMINISTRATION: _____) YES NO
4. IS THIS A RELIGIOUS OR CHURCH RELATED ACTIVITY? YES NO
If "yes," you are hereby notified that the Department of Education will allow the use of public school facilities by religious groups on temporary basis only in order to comply with the First Amendment of the U.S. Constitution and Article 1, Section 4 of the Constitution of the State of Hawaii. Leases may be renewed annually but not exceeding five (5) years. You are expected to make a good faith effort to retain a more permanent or alternative location for your religious activities during the period of the lease. If such a good faith effort is lacking, your lease may not be renewed.
Total number of years the church or religious organization has been using the school's facilities: _____
5. IS THIS A PERSONAL OR PRIVATE BUSINESS ACTIVITY? YES NO
6. IS THERE A FEE, TUITION, OR DONATION COLLECTED? (AMOUNT: \$ _____ PER DAY/PER HOUR) YES NO
7. DO YOU PLAN TO SUBLEASE THE FACILITY? (Craft Fairs and Carnivals) YES NO
IF SUBLEASING, ARE ALL SUBLESSEES TO BE COVERED BY APPLICANT'S LIABILITY INSURANCE? YES NO

I, the undersigned, on behalf of the organization I represent, have answered the above questions truthfully and accurately. If the school facilities, equipment or grounds are not properly maintained by the applicant, the State of Hawaii Department of Education will deny further use of school facilities, equipment or grounds to the individual or organization and seek appropriate restitution for damages incurred. The applicant further understands that the school facilities and grounds are to be alcohol and tobacco free, meaning that the use of any alcohol or tobacco substances are prohibited at all times on school grounds or at any school activities. Furthermore, I understand that as a user of school facilities the activity being conducted shall be lawful and shall not discriminate against participants based on sex, race, color, religion, age, national origin, or disability.

SIGNATURE _____ DATE _____

(To be filled in by the school)

ACTUAL FEES AND CHARGES:

TYPE OF REQUEST:	TYPE I	TYPE II	TYPE III	CODES FOR CASH RECEIPTS:		
				Org. I.D.	Source/Object	Program I.D.
RENTAL:	\$ N/A	\$ N/A	\$ _____	000	1240	37307
CUSTODIAL:	\$ _____	\$ _____	\$ _____	468	2209	37297
UTILITIES:	\$ N/A	\$ _____	\$ _____	000	5001	37326
TOTALS:	\$ _____	\$ _____	\$ _____	(School Code)		

(Checks payable to: DEPARTMENT OF EDUCATION)

POLICE AND/OR LIFEGUARD REQUIRED: (NUMBER OF POLICE AND/OR LIFEGUARDS REQUIRED: _____) YES NO

LIABILITY INSURANCE REQUIRED: (\$1,000,000 liability insurance for craft fairs, carnivals, and certain athletic events)
Policy No. _____ YES NO

YOUR REQUEST FOR USE OF SCHOOL FACILITIES OR GROUNDS IS HEREBY: APPROVED DISAPPROVED

Signature: _____ Date: _____
(Principal/Designee)

REASON FOR DISAPPROVAL: FACILITY REQUESTED NOT AVAILABLE OTHER: _____
 CUSTODIAN/STAFF NOT AVAILABLE _____

Attachment D

Sample Form BO -2 Statement Indemnifying State Against Liability Claim

Application No. _____ (District)

Application No. _____ (School)

DEPARTMENT OF EDUCATION • STATE OF HAWAII
STATEMENT INDEMNIFYING STATE AGAINST LIABILITY CLAIM
(Application for Use of School Buildings, Facilities or Grounds)

School: _____

The undersigned individual(s), group and/or organization, his or their heirs, personal representative and assigns, or its officers, directors, members, agents, employees, successors and assigns, for and in consideration of the State of Hawaii Department of Education permitting and allowing the use of the designated school rooms, buildings and/or facilities jointly and severally agree(s) to indemnify and save harmless the State of Hawaii Department of Education against any

and all loss, liability, demands, claims, suits, actions or proceedings of every name, character and description which may be suffered or incurred by or brought against the State of Hawaii Department of Education for or an account of any injuries or damages to any person or property received or sustained by any person, directly or indirectly, by or in consequence of the use of the facilities by the undersigned individual(s), groups and/or organization.

Signature _____ Date _____

Name of Organization _____

Subscribed and sworn to before me

this _____ day of _____, 19 _____

Notary Public, _____ State of Hawaii _____ Judicial Circuit

My commission expires: _____

OR

School Principal or Vice Principal

Date

Attachment E

**Sample Form – DHS 940 (08/05)
Pre-Plus Quarterly Report**

STATE OF HAWAII		Department of Human Services		 Pre-Plus		BENEFIT EMPLOYMENT & SUPPORT SERVICES DIVISION						
PRE-PLUS QUARTERLY REPORT												
Location of Pre-Plus Facility:				Name of Provider:				Reporting Period:				Year:
# of 3 year old children enrolled	# of 4 year old children enrolled	Total number of children enrolled	# of special needs children DOE qualified	# of children whose families fall at or below 200% of FPI	# of children utilizing DHS subsidies	# of children utilizing other subsidies and or scholarships*	# of children with prior preschool experience & name of preschool**					
JANUARY												
FEBRUARY												
MARCH												
APRIL												
MAY												
JUNE												
JULY												
AUGUST												
SEPTEMBER												
OCTOBER												
NOVEMBER												
DECEMBER												

*List number and type of subsidy/scholarship on back if necessary

**List number and names of preschools on back if several

Attachment F

Special Conditions

Special Conditions

- The Department shall require that the organization selected to provide the service present a certificate of insurance in the amount of two million and no/100 dollars (\$2,000,000.00) for bodily injury and property damage liability arising in connection with the provider's performance under this Agreement.
- "Provider's insurance policy shall contain cross-liability endorsements and shall ensure performance by Provider of the indemnity provisions of the Agreement. The insurance provided by Provider shall be primary, not contributing; shall state that the State of Hawaii Department of Human Services and the Department of Education, jointly and severally, are entitled to recovery for the negligence of the Provider even though they are named as additional insured; shall provide for severability of interest; shall provide that an act or omission of the insured or additional insureds which would void or otherwise void or reduce coverage shall not void or duce coverage as to the other insured or additional insured; and shall afford coverage after the term of this Agreement (by separate policy extension if necessary) for all claims based on acts, omissions, injury or damage which occurred or arose (or the onset of which occurred or arose) in whole or in part during the term of this Agreement."
- Any work performed prior to receipt of a fully and properly executed Agreement shall be at the Provider's own risk and expense. The State of Hawaii and the Department are not and will not be liable for any work, contract costs, expenses, loss of profits or damages whatsoever incurred by Provider prior to the receipt of a fully and properly executed Agreement.
- The Provider shall appoint the Department of Human Services and the Department of Education, jointly and severally, as its duly authorized representative and partner within the meaning of the Pre-Plus private/public partnership to received information, statistics and documents relevant to the Pre-Plus program and the Facility operated by the Provider. The Provider shall obtain all necessary written consents from all students, parents and personnel to provide to the State all requested relevant information regarding use, programs, and the Facility.

Attachment G

**Sample “Provider Performance Report
For _____Pre-Plus”**

PROVIDER PERFORMANCE REPORT FOR _____ PRE-PLUS
FOR FY 2008

Program Goals and Objectives	Performance Indicators	Progress Achieved	Comments
<p>GOAL I: Expand the number of preschool enrollment opportunities for disadvantaged children ages 3 and 4 years old.</p>			
<p>Objective 1: Increase the number of preschool spaces within specific school communities and expand enrollment of children ages 3 and 4 years old in a quality preschool.</p>	<ul style="list-style-type: none"> a) The total number of preschool spaces provided by Pre-Plus. b) The number of 3 year old children enrolled. c) The number of 4 year old children enrolled. d) The number of children served qualifying for DOE services due to special needs. e) The number of children served who have prior preschool experience. 		
<p>Objective 2: Increase the number of affordable childcare slots for families whose income falls at or below 200% of the Federal Poverty Index (FPI).</p>	<ul style="list-style-type: none"> a) The number of children enrolled whose families are at or below 200% of the FPI . b) The number of children enrolled who receive DHS child care subsidies. c) The number of children enrolled who receive other subsidies or scholarships. 		

**PROVIDER PERFORMANCE REPORT FOR _____ PRE-PLUS
FOR FY 2008**

Program Goals and Objectives	Performance Indicators	Progress Achieved	Comments
<p>GOAL II: Provide a quality child care program in which children are safe, healthy, and ready to learn.</p>			
<p>Objective 1: Provide a safe and healthy environment for children and staff, in collaboration with the DOE Principal and staff.</p>	<p>a) Provider has a current DHS license and complies with the group child care center rules/regulations.</p> <p>b) Provider collaborates with the DOE Principal to maintain the facility and property at standards of repair, orderliness, sanitation, and safety as required by the State.</p> <p>c) Provider promotes good nutrition and health, and has a meal plan for all children in the program.</p>		
<p>Objective 2: Provide a quality child care program with educational, social, and recreational activities appropriate to the children's ages and developmental stages.</p>	<p>a) Provider implements a curriculum that supports all areas of child development, including social, cognitive, emotional, language, and physical.</p> <p>b) Provider obtains accreditation within 3 years from date of occupancy of facility, or in lieu of accreditation, Head Start program must meet Head Start Performance Standards.</p> <p>c) Provider incorporates a parent involvement plan and maintains a collaborative relationship with each child's family.</p> <p>d) Provider supports families by linking them to other services as needed.</p>		

PROVIDER PERFORMANCE REPORT FOR _____ PRE-PLUS
FOR FY 2008

Program Goals and Objectives	Performance Indicators	Progress Achieved	Comments
<p>GOAL III: Promote school readiness and prepare children for a successful transition into Kindergarten.</p>			
<p>Objective 1: Incorporate transition strategies in the preschool curriculum to prepare children for entering into Kindergarten.</p>	<p>a) Provider's curriculum includes meaningful activities and developmentally appropriate experiences which facilitate school readiness.</p> <p>b) Provider collaborates with the DOE Kindergarten staff to support children's learning language, literacy, and numeric skills.</p>		
<p>Objective 2: Program staff and DOE staff collaborate to ensure high quality early school experiences for young children and to promote their successful transition into more formal learning in Kindergarten.</p>	<p>a) Provider communicates with the DOE staff to share the learning process children experience in preschool.</p> <p>b) Provider consults with DOE staff to establish plans and policies for a smooth transition for children into the formal learning environment of Kindergarten.</p> <p>c) Provider supports linkages between schools and families, and other service providers, children, and families.</p>		